



Memorandum

To: Licensed Dealer in Salvage or Scrap Metal
From: Ryan Mann, Administrator – Bureau of License and Permit Services
Date: 08/22/2016
Re: LeadsOnline Recordkeeping Requirement for Licensees

Pursuant to Section 951-106 of the Revised Code of the Consolidated City of Indianapolis and Marion County, you are required to keep and preserve a record of every purchase that you are a party to using a method approved by the license administrator. Continuing the policy established June 1, 2010, the license administrator requires that all such transactions must be entered, stored, and maintained in LeadsOnline to comply with these recordkeeping requirements.

LeadsOnline is a free, web-based application. Details on how to register and use LeadsOnline is included in the attached documents. Questions regarding LeadsOnline can be directed to 1-800-311-2656. Questions regarding the specific requirements of your license can be directed to 317-327-4316.

Please be advised that failure to record transactions in LeadsOnline will be a violation of Section 951-408 of the Revised Code and may result in referral to the City Prosecutor for prosecution and/or revocation of your license.

